

**PRESBYTERY OF MILWAUKEE  
CHECK REQUEST / EXPENSE VOUCHER**

Payee _____	Initials: _____
Checking Acct _____	Fund _____
Check date _____	Ck # _____

*For Accounting Dept. Use Only*

**PAYABLE TO:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**INVOICE #** \_\_\_\_\_ **INVOICE DATE** \_\_\_\_\_

**DUE DATE** \_\_\_\_\_ **REQUESTED BY:** \_\_\_\_\_

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>PROGRAM/ACTIVITY</u>	<u>AMOUNT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTAL AMOUNT:</b>			_____

**AUTHORIZED BY** \_\_\_\_\_

**COMMITTEE/MINISTRY TEAM** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**INSTRUCTIONS:**  
 Attach all receipts and supporting documents to back of voucher. Common account numbers and program/activities are listed on the back of the voucher. You are responsible for obtaining authorization from the responsible committee or ministry team chair. Please submit voucher to the accounting department at least 3 business days prior to due date, if possible.

Presbytery of Milwaukee  
Chart of Accounts 2018

**Expenses**

**Personnel Expenses**

**Presbytery Executive**

- 1.01.5011 - Pres. Exec. Salary
- 1.01.5012 - Pres. Exec. Benefits
- 1.01.5013 - Pres. Exec. FICA/SECA
- 1.01.5014 - Pres. Exec. Professional Exp
- 1.01.5015 - Pres. Exec. Continuing Education

**Office Manager**

- 1.01.5021 - Office Manager Salary
- 1.01.5022 - Office Manager Benefits
- 1.01.5023 - Office Manager FICA/SECA
- 1.01.5024 - Office Manager Professional Exp
- 1.01.5025 - Office Manager Continuing Education

**Associate for Ministry Vitality**

- 1.01.5031 - Assoc. Min. Vitality Salary
- 1.01.5032 - Assoc. Min. Vitality Benefits
- 1.01.5033 - Assoc. Min. Vitality FICA/SECA
- 1.01.5034 - Assoc. Min. Vitality Professional Exp
- 1.01.5035 - Assoc. Min. Vitality Continuing Ed

**Communications Associate**

- 1.01.5041 - Communications Assoc Salary
- 1.01.5042 - Communications Assoc Benefits
- 1.01.5043 - Communications Assoc FICA/SECA
- 1.01.5044 - Communications Assoc Prof. Exp
- 1.01.5045 - Communications Assoc Continuing Ed

**Pastor to Pastor**

- 1.01.5051 - Pastor to Pastor Salary
- 1.01.5052 - Pastor to Pastor Benefits
- 1.01.5053 - Pastor to Pastor FICA/SECA
- 1.01.5054 - Pastor to Pastor Professional Exp
- 1.01.5055 - Pastor to Pastor Continuing Ed

**Stated Clerk**

- 1.01.5061 - Stated Clerk Salary
- 1.01.5062 - Stated Clerk Benefits
- 1.01.5063 - Stated Clerk FICA/SECA
- 1.01.5064 - Stated Clerk Professional Expense
- 1.01.5065 - Stated Clerk Continuing Education

**Other Personnel Position**

- 1.01.5071 - Salary
- 1.01.5072 - Benefits
- 1.01.5073 - FICA/SECA
- 1.01.5074 - Professional Expense
- 1.01.5075 - Continuing Education

**Office Administrative Expenses**

- 1.02.5405 - Audit/Review
- 1.02.5410 - Bookkeeping expenses
- 1.02.5415 - Books/Subscriptions
- 1.02.5420 - Equipment Maintenance
- 1.02.5425 - Equipment Purchases
- 1.02.5430 - Insurance
- 1.02.5435 - Postage/Mailing costs
- 1.02.5440 - Printing
- 1.02.5445 - Rent
- 1.02.5450 - Supplies
- 1.02.5455 - Technology upgrades
- 1.02.5460 - Telephone
- 1.02.5465 - Website

**Standing Committees**

**Council Expenses**

- 1.03.5505 - Meeting Expense/Education
- 1.03.5510 - Council Transition expenses
- 1.03.5515 - Youth Connection
- 1.03.5520 - Commission/Legal Fees
- 1.03.5525 - Great Commission Task Force

**Partnerships**

- 1.04.6005 - Mission Opportunities
- 1.04.6015 - Interfaith Conference
- 1.04.6020 - Presbyterian Homes
- 1.04.6025 - WI Council of Churches
- 1.04.6030 - Camping Scholarships
- 1.04.6035 - Peacemaking Grants

**Commission on Ministry**

- 1.05.6205 - Commission on Ministry
- 1.05.6210 - Education Grants
- 1.05.6215 - San Jose
- 1.05.6220 - Congregational Vitality
- 1.05.6225 - Group Teaching
- 1.05.6230 - Pastor to Pastors
- 1.05.6235 - Minister Gatherings
- 1.05.6240 - Background Checks
- 1.05.6245 - Clergy Support

**Commission: Prep for Ministry**

- 1.06.6305 - Commission: Prep for Ministry
- 1.06.6310 - Midwest Ministry

**Leadership Development**

- 1.07.6400 - Leadership Development